



**IMF IMB FIOM**  
**FITIM FISM**

INTERNATIONAL METALWORKERS' FEDERATION  
INTERNATIONALER METALLGEWERKSCHAFTSBUND  
FEDERATION INTERNATIONALE DES ORGANISATIONS DE TRAVAILLEURS DE LA METALLURGIE  
INTERNATIONELLA METALLFEDERATIONEN  
FEDERACION INTERNACIONAL DE TRABAJADORES DE LAS INDUSTRIAS METALURGICAS  
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18.06.2007/mm-ia<sup>call for cc</sup>  
Circular letter no 7

**TO ALL IMF AFFILIATES**

**IMF CENTRAL COMMITTEE MEETING 2007**

Dear Colleagues,

The next Central Committee meeting of the IMF will take place

**Date:** Wednesday, November 28 and  
Thursday, November 29, 2007

**Time:** at 10:00 am on Wednesday and  
at 09:00 am on Thursday

**Venue:** BAHIA OTHON PALACE HOTEL  
Av. Oceânica, 2.294 – 40170-010  
Ondina, Salvador, Bahia, Brazil  
Hotel phone ++55 71 2103 7100 (New number)  
Hotel fax +55 71 2103 7129 (New number)

**Agenda**

The proposed agenda is enclosed.

**Travelling and delegation expenses**

*"The travelling and delegation expenses of delegates to the Central Committee are to be borne by the respective organisations. Any affiliated organisation requiring financial assistance for its participation should **in advance** make arrangements with the General Secretary" (article 3.3.M, IMF rules).*

**Women's participation**

The IMF Executive Committee has set a target of 25% participation by women at the Central Committee. Please take this target into account when deciding on the composition of your delegation (see invitation enclosed).

### **Hotel**

We have made a block reservation at hotels in close vicinity of Othon Palace, with room rates at approx. USD 100 for single and USD 120 for double rooms, with breakfast.

Due to very high cancellation fees for all reserved rooms not used, it is imperative for us to know **by August 15, 2007**, not necessarily the names but at least *how many* delegates will be in attendance. We are sorry we cannot guarantee accommodation for reservations received after this date. Please also note that reservation dates are binding and the hotels charge for no-shows. Should you be prevented from arriving at a given date **you must give notice** or you will be billed for a no-show. Furthermore, please note the hotels' rules concerning reservations: your **credit card details** are required, a one night's deposit will be taken by the hotel and on check-in the balance of the stay is to be paid and is non-refundable if delegates leave earlier than booked.

Delegates who wish to make their own reservation may kindly inform us when returning the participation form.

### **Visa Requirements**

Please make sure **as early as possible** that you have an entry visa for Brazil (and any other country that you may wish to visit) should this be required for citizens of your country. Passport must be valid for at least 6 months from date of entry. Participants requiring a visa for Brazil are requested to send passport details asap (full name, birth date, passport number & validity) so that the necessary invitation letter from IMF as well as from our Brazilian hosts can be provided in due time.

### **Arrival in Salvador, Bahia**

**On Tuesday, November 27**, the Brazilian host organisers will set up a **welcome desk and display the IMF logo** at the Salvador airport in order to take delegates to the hotel (delegates whose exact arrival details are known to us sufficiently in advance will be picked up and taken to the hotel).

For your information, a taxi ride from the airport to the hotel takes approximately 30 minutes and costs roughly USD 50, to be paid in local currency.

Looking forward to welcoming you in Salvador,

Yours in solidarity,

Marcello Malentacchi  
General Secretary

Encls.: Proposed agenda  
Attendance form  
Invitation Women's Workshop  
Information on Theme 'Global action against precarious work'